

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 16-06 **ITEM #** 1 **DSB PUBLIC NOTICE DATE:** April 20, 2016

**LAST DATE FOR FILING APPLICATION IS:** May 11, 2016 at 2:00 PM

**The Board requests applications to be submitted by any of the following firms:**

(     )	Architect	( <b>X</b> )	Engineer: (Mechanical)
( <b>X</b> )	Architect/Engineer (A/E)	(     )	Other:

**PROJECT NUMBER:** **UMA16-29**

**PROJECT TITLE:** **Vertical Transportation System Inspection, Renovation, and Replacement**

**PROJECT LOCATION:** **Amherst**

**AWARDING AGENCY:** **University of Massachusetts Amherst (UMA)**

**APPROPRIATION SOURCE:** **Various (to be determined)**

**AVAILABLE AMOUNT:** **\$1,000,000 per Contract**

**ESTIMATED CONSTRUCTION COST:** **Less than \$2 million for each project**

**TOTAL FEE**, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

( **X** ) Lump sum established set fee per M.G.L. C.7C, §50 \$1,000,000 Dollars

**IMMEDIATE SERVICES AUTHORIZED:**

- ( **X** ) CERTIFIABLE BUILDING STUDY
- ( **X** ) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
- ( **X** ) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
- ( **X** ) CONSTRUCTION PLANS AND SPECIFICATIONS
- ( **X** ) ADMINISTRATION OF CONSTRUCTION CONTRACT
- ( **X** ) OTHER

**MBE/WBE PARTICIPATION:**

In accordance with M.G.L. C.7C, §6 and Executive Orders 524 and 526, **University of Massachusetts Amherst** has established a minimum combined MBE/WBE participation goal of 17.9% of the overall value of the study and final design contracts for this project. Applicants must utilize a mix of both MBE and WBE firms whose participation, when added together, meets the overall combined goal set for the Contract. The combined goal requires a reasonable representation of both MBE and WBE firm participation. The Combined MBE/WBE goal must be met within the list of requested prime and sub-consultants. All applicants must indicate in the prime firm's application how they or their consultants will meet these goals and will be evaluated on that basis. Further information about the MBE/WBE Program appears in the DSB Public Notice at pages 4-8 titled "Participation by Minority Owned Businesses and Woman Owned Businesses," in the Commonwealth of Massachusetts Contract for Study Services (Revised 9/13) at Attachment C, in the Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 9/13) at Attachment E, and on the Supplier Diversity Office (formerly SOMWBA) website: <http://www.mass.gov/sdo>. Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified will be required to bring a reasonable amount of participation by a firm(s) that holds the certification which is not held by the applicant to the project. Proposed MBE/WBE participation plans that include solely MBE or solely WBE participation, or have only nominal participation by one or the other to meet the combined goal, will not be considered responsive. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE/WBE goal. Consultants to the prime can team within their disciplines in order to meet the MBE/WBE goal, but must state this relationship on the organizational chart (Section 6 of the application form).

**N.B.1:** This contract will be a "house doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.

- N.B.2: The Awarding Agency may award up to **three (3) contracts**, each with a total value of **\$1,000,000** to qualified designers under this contract.
- N.B.3: UMASS customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved work plan and proposed and negotiated fee.
- N.B.4: UMASS customarily compensates the Designer during the Design Phase 15% of the Total Fee at Approval of Schematics, a total of 30% of the Total Fee at approval of Design Development Documents, a total of 70% of the Total Fee at Approval of Construction Documents, and a total of 100% of the Total Fee upon Final Acceptance of Project.
- N.B.4: Travel time and mileage to and from UMASS Amherst are **not** reimbursable to the prime consultant or listed sub-consultants.

**APPROPRIATION LANGUAGE:**

N/A

**GENERAL SCOPE OF WORK:**

The University of Massachusetts Amherst (UMA), the flagship of the University system, has 250 major buildings and 109 passenger elevators and dumbwaiters in Academic buildings, 63 elevators in Residential Life facilities and a few escalators and elevators in our hotel/campus center. The selected applicant will be required to provide inspection and/or design services for existing vertical transport installations at various buildings at the University of Massachusetts Amherst campus. Work will primarily include hydraulic and electric traction elevators of various manufacturer and age, and may also include escalators and lifts. Applicant will be expected to conduct full inspection of all units and their mechanical and electrical systems and their compliance with all applicable code requirements. Tasks and products will include written inspections, reports and assessments of findings, recommendations and cost estimates to effect the repair, upgrade and/or replacement along with the final design and construction administration services.

1. The scope of work may include but is not limited to: Investigating and conducting field inspections of the nature and severity of the problem.
2. Documenting existing conditions and findings.
3. Recommending detailed repairs and magnitude of cost for such repairs.
4. Proposing alternate methods of repairs for resolution of the problem, including energy efficient alternatives.
5. Developing the preferred solution to schematic design and/ or design development.
6. Preparing construction specifications and documents, cost estimates, and providing construction administration for the solution.
7. Coordination with UMass Amherst's accessibility consultant.

Consideration in the analysis should include energy costs, sustainability principles, expected remaining useful life of building systems and related life cycle costs. Particular attention should be paid to the constructability, reliability, durability and maintainability of vertical transportation systems and materials, and related building electrical systems.

If the selected designer is appointed for final design, the General Scope of Work will be defined by the certifiable building study and the current version of the DCAMM Designer Procedures Manual.

Asbestos inspection, design and monitoring, and indoor air quality testing and monitoring will be extra services under this contract.

**ADDITIONAL SUPPORTING DOCUMENTS:**

N/A

**GENERAL CONDITIONS FOR THIS CONTRACT:**

*Contract*

This contract is limited to projects with an estimated construction cost of less than \$2,000,000 as per M.G.L. C.7C §5, as amended by C. 159 §15 of the Acts of 2000, C. 245 §22 of the Acts of 2002 and C. 120 §8 of the Acts of 2009. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the University of Massachusetts Amherst, Director of Design & Construction Management before final design can proceed.**

The applicant agrees to execute Commonwealth of Massachusetts Contract for Study, Final Design and Construction Administration Services (Revised 9/13)<sup>1</sup> (“Design Contract”) or its successor, without revisions or modifications. <http://www.mass.gov/anf/docs/dcam/dlforms/forms/dcam-standard-design-contract.pdf>

*SDVOBE Participation- Chapter 108 of the Acts of 2012; Executive Order 546*

The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) on its design projects. The benchmark for SDVOBE participation on DCAMM and other state agency design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

*Financial Statement*

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:

- a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAMM), and its designee the University of Massachusetts Amherst, and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management’s internal auditing controls, and expresses their opinion regarding those controls.

*DCAMM Procedures*

The designer will follow the procedures established in DCAMM’s Designer Procedures Manual dated August 2008 (<http://www.mass.gov/anf/docs/dcam/dlforms/designers-procedures-manual-aug08.pdf>). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/dcam>).

*Executive Order 484*

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order 484 (EO 484): see <http://www.mass.gov/governor/legislationeeexecorder/executiveorder/executive-order-no-484.html>.

All building studies shall include preliminary estimates of the project’s energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by DCAMM. No building study shall be certified for final design unless all means, methods, and commitments required to mitigate the project’s impact on the operating agency’s plan for meeting EO 484’s goals are documented in the consensus solution, implementation plan and estimated construction cost.

*Universal Design*

Design solutions provided under this contract are expected to provide environmental elements that meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. The University of Massachusetts Amherst welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

*Accessibility*

The consultant’s design must comply, *at a minimum*, with 521 CMR, The Rules and Regulations of the Architectural Access Board (<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations.html>), as well as the 2010 ADA Standards for Accessible Design (<http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). When the requirements of these two laws differ the consultant shall comply with the one that provides the greater degree of accessibility. The consultant is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under Title II of the Americans with Disabilities Act ([http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)) to provide equal access to programs, services and activities. The University of Massachusetts Amherst will use its Accessibility Consultants to provide technical assistance and oversight for accessibility compliance during the study, design and construction process, including accessibility audits of existing buildings.

*Construction Specifications*

The designer shall utilize the DCAMM Standard Specification, and comply with the University of Massachusetts Amherst Design Standards and Guidelines. (<https://www.umass.edu/dcm/design-guidelines>) (<http://www.umass.edu/physicalplant/resources>) (<http://www.ehs.umass.edu/construction-general>)

<sup>1</sup> The Commonwealth of Massachusetts Contract for Final Design and Construction Administration Services (Revised 9/13) replaces the former DCAMM Form C-2 Contract for Designer Services.

#### *Cost Estimating*

Cost estimates, cost models, and estimator participation in both the study and the design phases shall meet the requirements of the current DCAMM *Cost Estimating Manual* and will be submitted in Unifomat II in the study phase and in both Unifomat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at <http://www.mass.gov/anf/docs/dcam/dlforms/cem-feb06.pdf> and Unifomat II can be found at <http://fire.nist.gov/bfrlpubs/build99/PDF/b99080.pdf>.

#### **CONDITIONS FOR APPLICATION:**

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim in accordance with the Design Contract (i.e., minimum coverage of \$250,000 up to \$5,000,000 depending on the construction cost). The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

#### **APPLICATION EVALUATION – PERSONNEL**

Applications will be evaluated based on the applicant and consultant's personnel and extent of compliance with MBE/WBE participation goals. Please see Section 6 on DSB Application Form: On the organizational chart, identify the team by listing them in the same order as below. Include resumes for all personnel.

- |                                  |                                                       |
|----------------------------------|-------------------------------------------------------|
| 1. Mechanical Engineer (P.I.C.)* | 6. Specifications Consultant                          |
| 2. Architect                     | 7. Cost Estimator (Independent Consultant)            |
| 3. Electrical Engineer           | 8. Vertical Transportation Specialist (QEI Certified) |
| 4. Structural Engineer           | 9. Certified Asbestos Inspector                       |
| 5. Building Code Consultant      | 10. Certified Asbestos Abatement Designer             |

\*Should the advertisement require the applicant to be either an Engineer or an A&E firm, the P.I.C. or P.M. must be a Registered Engineer in the Commonwealth of Massachusetts.

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately on the organizational chart.

#### **APPLICATION EVALUATION – PROJECT EXPERIENCE**

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C §49 and the work listed on DSB Application Form Sections 8, 9 AND 10 which illustrate current qualifications in the following areas:

- |                                                                                                                |                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Demonstrated experience with vertical transportation design and high-rise building elevator repair/upgrade. | 2. Code Consultant preferably has demonstrated experience with code deficiencies in projects involving renovation and retrofit of existing buildings including but not limited to higher education research facilities. |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### **APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and General Instructions - **DSB Application Form (Updated May 2014)** are included with this Public Notice and available for download at [www.mass.gov/dcam/dsb](http://www.mass.gov/dcam/dsb)

Applications that are incomplete will be rejected. Applications that are submitted on a form other than **DSB Application Form (Updated May 2014)** may be rejected as non-compliant and not be considered by the Board. Applications received at the DSB Office after the advertised deadline will not be considered.